

Breastfeeding Coordinator and Peer Counselor Manager Report Guidance

Name of Report	Frequency	Who is Responsible	Report Location	Purpose
Breast Pump Inventory Summary	Monthly	BF Coordinator	In MI-WIC, select Reports > Breast Pumps > Breast Pump Inventory Summary. Select LA or Clinic, select Model ID, select Fiscal Year- Run Report.	Inventory must be done in order to comply with policy 4.04 , Breastfeeding Equipment Inventory and Maintenance. Do not need to use this <i>specific</i> summary report.
Overdue Loaner Breast Pumps	Monthly	BF Coordinator	In MI-WIC, select Reports > Breast Pumps > Overdue Loaner Breast Pump. Select LA or Clinic-Run Report.	ME Prep Use this report to monitor overdue breast pumps that require monthly follow-ups.
Reasons Breastfeeding Ended	Periodically	BF Coordinator	In MI-WIC, select Reports > Breast Pumps > Reason Why Breastfeeding Ended. Select State/ LA or LA/ Clinic, select date range- Run Report.	May use this information to focus staff training and client education.
Breastfeeding Duration by Pump Model	Periodically	BF Coordinator	In MI-WIC, select Reports> Breast Pumps > Breastfeeding Duration by Pump Model. Select State/LA, or LA Clinic/select date range – Run Report	May use this information to determine what types of pumps are useful/not useful for breastfeeding clients.

Peer Counselor Quarterly Report: PC Client Contacts	4x/year	Peer Counselor Manager	To determine number of contacts: In MI-WIC clinic module, select Reports > Breastfeeding > Peer Counselor Contacts > Select LA and date range > Choose PC name for provider. Run report for each month. See PC site for more information on the quarterly report.	Fill out/ submit form when prompted via email sent by the State.
Client List by Breast Pump Model		BF Coordinator	In MI-WIC, select Reports > Breast Pumps > Client List by Breast Pump Model Issued. Select LA or Clinic, select Model ID, select date range- Run Report.	ME Prep Provides a list of who has received a breast pump. Use to make sure that staff are scanning signed breast pump release agreements and return receipts.
Client Call Back List	As needed	BF Care Providers	In MI-WIC clinic module, select Reports > Breast Feeding > Client Call Back List. Select LA or Clinic, select date range – Run Report.	Provides a list of clients that have been flagged for follow-up on breastfeeding concerns. This call back date is added in the BF Support, Contact History grid.
Estimated Date of Delivery (EDD) Report	As needed	BF Care Providers	In MI-WIC clinic module, select Reports > Participation > Pregnant Women Expected Deliver Date. Select LA or Clinic, select date range – Run Report.	Creates a list of clients and their estimated date of delivery in clinic/LA. Can use to call PG clients during their pregnancy to provide anticipatory guidance for breastfeeding.
Clients Referred to Community Resources	As needed	WIC Providers	In MI-WIC clinic module, select Reports > Education and Referrals > Clients Referred to Community Resources. Select LA or Clinic, select date range, select Community Resource – Run Report.	Provides a list of referrals made to community resources. Note: In order to see referrals made to peer counselors, they will need to be added as a community resource. We recommend adding peers by clinic location as opposed to listing individual names.

Breastfeeding Data can be found [here](#)